



Funding Request

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DUSD(AS&C) Funding Request Overall Guidelines



- **Purpose:** The Funding Request form (Charts 3 and 4) is to accompany all requests for funds from DUSD (AS&C) to support the Joint Capability Technology Demonstration (JCTD) (0603648D8Z BA-3, 0604648D8Z BA-4, 0605648D8Z, 0902198D8Z).
- **Coordination and points of contact (POC):** Coordinate through AS&C JCTD Oversight Executive (OE). Forward to the AS&C OE and DUSD (AS&C) Program Resources and Integration (PR&I) office: (Execution Manager) 703-695-7936 or (JCTD Resource Mgr) 703-693-0459.
- **Procedures and instructions:** DUSD(AS&C) issues funding in one of four ways:
 - **PBAS / Sub-Allocation or FAD** - Requires DUSD signed memorandum. Preferred method for customers to receive AS&C funds because of the flexibility to further allocate funds by reimbursable or Direct Cite MIPR. (Can't MIPR a MIPR). (Charts 5 & 6)
 - **Reimbursable MIPR** - Functions like a promissory note the activity must expend its own funds and then be "reimbursed" by DFAS via invoice. (Charts 7 and 8)
 - **Direct Cite MIPR** - Must be applied to a specific contract or task order. (Charts 9 and 10)
 - **Interagency Agreement** - This funding method is used to send funds outside DoD. Call OSD (AS&C) JCTD Resource Manager, 703-693-0459 for specific guidance and examples.
- **IMPORTANT NOTES 1).** Route all funding requests through your financial POC prior to sending to OSD. This will ensure that the type of funding being requested can be accepted at your organization. **2).** Monthly obligation and disbursement reports are required by the Execution Manager, by e-mail, by the 5th of each month.

Funding Requests also include applicable DUSD(AS&C) memo for Sub-allocation or SOW for Reimbursable MIPR or SOW Direct Cite MIPR



Guidelines: DUSD(AS&C) Funding Request Form



A1857-J-100

- A. Date of this request:**
- B. Implementation Directive and / or Management and Transition Plan status:**
- C. Type of funding document requested (Sub-Allocation, Reimbursable MIPR, Direct Cite MIPR, Interagency Agreement):**
- D. Contract Number:**
- E. Funding Request:** AS&C funding received to date (FY08 Dollars):
- Total OSD(AS&C) funding expected in FY08:
 - OSD(AS&C) funding requested today:
- F. JCTD title:**
- G. MIPR mailing address** (if applicable) Include the following:
- Financial point of contact, e-mail address
 - Phone and Fax number (full commercial number)
 - Address
 - JCTD technical manager name and telephone number
- H. Description of how the funds will be used:**

I.

| Dollar Values in Thousands | | | | | | | | |
|-----------------------------|---------------------|----------|---------------------|----------|---------------------|----------|---------------------|----------|
| JCTD Title: | 1 st Qtr | | 2 nd Qtr | | 3 rd Qtr | | 4 th Qtr | |
| POC: | Oblig | Disburse | Oblig | Disburse | Oblig | Disburse | Oblig | Disburse |
| Prior Year Funding (FY08) | | | | | | | | |
| Cumulative | | | | | | | | |
| | | | | | | | | |
| Current Year Funding (FY09) | | | | | | | | |
| Cumulative | | | | | | | | |

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February



Example: DUSD(AS&C) Funding Request Form



A1857-J-101

Name JCTD

- A. Date of this request:** October 27, 2007
- B. Implementation Directive and / or Management and Transition Plan Status:** Implementation Directive: Signed October 2006. Management Plan: Awaiting Signature at DUSD(AS&C)
- C. Type of funding document requested:** Reimbursable MIPR
- D. Contract Number:**
- E. Funding Request:** AS&C funding received to date (FY08 Dollars): None
- Total OSD(AS&C) funding expected in FY08: \$1,365,000
 - OSD(AS&C) funding requested today: \$1,365,000
- F. JCTD Title:** Name JCTD
- G. MIPR Mailing address:**
- Ms. Financial financial@centcom.mil
 - 555-555-5555 Voice; 555-555-5555 Fax
 - USCENTCOM J8-AR, 7115 South Boundary Blvd, MacDill AFB, FL 33621
 - USCENTCOM JCTD Technical Manager: Lt. Col. TM, 555-555-5555, oversight@centcom.mil
- H. Description of how the funds will be used:** Funding will support USCENTCOM Operational Management (OM) and assessment activities. Tasks include providing day-to-day operational management of the JCTD, to include working closely with the JCTD TM and XM and development of CONOPs; Concepts of Employment, TTPs, and associate Training Support Packets (TSP), as needed. Funding also includes support provided by the OTA to conduct assessments. Funding also includes associated travel.
- I. Other:** Funding is required no later than: As soon as available

| Dollar Values in Thousands | | | | | | | | |
|-----------------------------|---------------------|----------|---------------------|----------|---------------------|----------|---------------------|----------|
| JCTD Title: | 1 st Qtr | | 2 nd Qtr | | 3 rd Qtr | | 4 th Qtr | |
| POC: | Oblig | Disburse | Oblig | Disburse | Oblig | Disburse | Oblig | Disburse |
| Prior Year Funding (FY08) | | | | | | | | |
| Cumulative | | | | | | | | |
| Current Year Funding (FY09) | | | 1,165 | 1,165 | | | 200 | 200 |
| Cumulative | | | 1,165 | 1,165 | | | 1,365 | 1,365 |



Guidelines: DUSD(AS&C) Sub-Allocation Memo



A1857-J-102

MEMORANDUM FOR DIRECTOR, BUDGET AND FINANCE DIVISION, WHS

SUBJECT: Project Title DoD Joint Capability Technology Demonstration (JCTD) Fiscal Year 2008 RDT&E Funds Transfer Request

Please issue \$XXX,XXX.00 of (JCTD). FY 2008 RDT&E funds (P.E.No. [e.g. JCTD is 0603648D8Z BA-3] to (list activity who is to receive the funds). These funds will be used to provide support for the (list title of the JCTD). The Activity Obligating Code (AOC) is _____ (sometimes referred to as an OA code. This is a two digit code used to identify a unit in the PBAS system). The Program Manager shall ensure that the funds are obligated in accordance with the National Defense Appropriations Act for FY 2006 and all applicable DoD financial and contractual regulations.

Justification paragraph: Explain how the funds will be used (example: These funds will be used to facilitate the design and technology integration of the named JCTD as specified in the JCTD Management and Transition Plan. Specifically, funds will be utilized for system design, engineering and integration, demonstration planning, and recent near-term requirements stemming from the September 11, 2001, terrorist attacks).

The funds, the funds transfer documents, and this memorandum should be forwarded to (list POC information here, including name, full mailing address, telephone number, and any other POCs you feel are important to specifically identify who is receiving this funding). The points of contact for the Deputy Under Secretary of Defense (Advanced Systems & Concepts) are (DUSD[AS&C] Executive Manager listed here), Bob Gendreau 703-695-7936 and Trey Carson 703-693-0459. The technical point of contact for Name Project is (provide a technical POC and telephone number). The Name Project financial point of contact is (provide your financial POC along with a phone number).

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John Kubricky
Deputy Under Secretary of
(Advanced Systems and Concepts)

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Example: DUSD(AS&C) Sub-Allocation Memo



A1857-J-103



OFFICE OF THE DIRECTOR OF
DEFENSE RESEARCH AND ENGINEERING
3040 DEFENSE PENTAGON
WASHINGTON, DC 20301-3040

APR 16 2007

MEMORANDUM FOR DIRECTOR, BUDGET AND FINANCE DIVISION, WHS

SUBJECT: Global Observer DoD Joint Capability Technology Demonstration (JCTD) Fiscal Year
2007 RDT&E Funds Transfer Request

Please issue \$4,000,000.00 of JCTD FY 2007 RDT&E funds (P.E.# 0603648D8Z BA-3) to United States Special Operations Command (USSOCOM), Special Operations Acquisitions and Logistics Center (SOAL), Program Executive Office, Fixed Wing (PEO-FW). These funds will be used to provide support to the Global Observer (GO) JCTD. The Activity Obligating Code (AOC) is SFO/1156. The program manager shall ensure the funds are obligated in accordance with the National Defense Appropriations Act for FY 2007 and all applicable DoD financial and contractual regulations.

These funds will develop and demonstrate hydrogen fueled, high-altitude, long-endurance unmanned aircraft system (UAS) as specified in the Global Observer JCTD Implementation Directive. Specifically, funds will be initial increment for the design, development, fabrication, integration, and testing of 1 GO UAS, to include 1 air vehicle and 1 launch and recovery element (LRE).

The funds, the funds transfer documents, and this memorandum should be forwarded to Mr. Don Benedix, HQUSSOCOM/SOAL-FW, ATTN: Don Benedix, 7701 Tampa Point Blvd., MacDill AFB, FL 33621, phone: (813)826-9379, fax: (813)826-3429, benedixd@socom.mil. The points of contact for the Deputy Under Secretary of Defense (Advanced Systems & Concepts) are Ms Cindy Wilson, (703)695-8044, Mr. Bob Gendreau, (703)695-7936 and Mr. Trey Carson, (703)693-0459. The technical point of contact for the Global Observer JCTD is Mr. Daniel Carroll, (813)282-3500, x254. The Global Observer JCTD Project financial point of contact is Mr. Don Benedix, (813)826-9379.

John J. Kubitcky
Under Secretary of Defense
(Advanced Systems and Concepts)



The middle paragraph is key. Please be as specific as possible and explain exactly how the funding will be utilized. List the deliverables



Guidelines: Statement of Work for Reimbursable MIPR



A1857-J-105

- 1. Title JCTD:**
- 2. Objective:** (Provide description of the JCTD desired capabilities and solution and description of specific work to be performed and resourced by MIPR)
- 3. Schedule:** (Major events and milestones these funds will influence)
- 4. Period of Performance:**
- 5. Major Performers:**
- 6. Performance Metrics:** (List any metrics used that measure and justify the expenditure of these funds)
- 7. Technical and Financial POCs:**
 - A. Technical POC:**
 - Name
 - Telephone Number
 - E-mail
 - B. Financial POC:**
 - Name
 - Telephone Number
 - E-mail
- 8. Deliverables:** (What specific deliverables are expected from the obligation of these specific funds)

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Example: Statement of Work for Reimbursable MIPR



Statement of Work (SOW) for Reimbursable MIPR

1. **Title JCTD:** Name JCTD
2. **Objective:** The JCTD capabilities will provide Joint/Coalition commanders and staff with enhanced knowledge of the Asymmetric Battle Space for their forces by generating, analyzing and leveraging valuable information derived from the “Human Intelligence Domain.”
3. **Schedule:** Funding will support USCENTCOM. Tasks will include support to the Commander, USCENTCOM providing OM and assessment activities supporting the JCTD. Tasks included providing day-to-day OM of the JCTD, including working closely with the JCTD Technical and Transition Managers; developing and validating various tasks (Concept of Operations [CONOP]; Tactic, Techniques, and Procedures [TTP]; and associate TSPs, as needed); and managing the assessment activities in support of a operational utility decision. Funding also includes support provided by the Operational Test Agency (OTA) to conduct assessments. Funding also includes associated travel. Two limited utility assessments are planned for late 2nd Qtr and late 4th Qtr FY08.
4. **Period of Performance:** The Name JCTD is an FY07 start concluding in FY09. Funds requested under this request will cover operational management during FY08 only.
5. **Major Performers:** USCENTCOM (OM and assessment activities)
6. **Performance Metrics:**
 - A. Development of the Draft CONOPs, COE and TSPs for technical solutions to support the Spiral 1 and Spiral 2 (scheduled for 2nd and 4th Qtr FY08).
 - B. Development of the Integrated Assessment Plan (IAP) and Execution Documents.
 - C. Scenario development, data collection and analysis of collected for each spiral and production of assessment reports.
7. **Technical and Financial POCs:**
 - A. Technical POC: USCENTCOM
 - Lt Col Oversight
 - 555-555-5555 DSN 555-5555
 - oversight@centcom.mil
 - B. Financial POC: USCENTCOM
 - Ms. Financial
 - 555-555-5555; DSN 555-5555; 555-555-5555 (Fax)
 - financial@centcom.mil
8. **Deliverables:**
 - A. Draft CONOPS and COE
 - B. IAP and Assessment Execution Document (AED)



Guidelines: Statement of Work for Direct Cite MIPR



A1857-J-105

- 1. Title JCTD:**
- 2. Objective:** (Provide description of the JCTD Desired Capabilities and Solution, and description of specific work to be performed and resourced by MIPR)
- 3. Vendor / Company Information:**
 - A. Technical POC:
 - Name and Phone Number
 - Company Name and Address
- 4. Contract Number:**
- 5. Period of Performance:**
- 6. Major Contract Performers:**
- 7. Performance Metrics:** (List any metrics used that measures and justifies the expenditure of these funds)
- 8. Technical and Financial POCs:**
 - A. Technical POC:
 - Name
 - Telephone Number
 - E-Mail
 - B. Financial POC:
 - Name
 - Telephone Number
 - E-Mail
- 9. Deliverables:** (What specific deliverables is expected from the obligation of these specific funds)

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Example: Statement of Work for Direct Cite MIPR



SOW Direct Cite MIPR

1. **Title JCTD:** Name JCTD
2. **Objective:** To address a severely limited Joint, Service, or interagency capability (organization, methods, tools) to effectively collect or consolidate, visualize and understand open-source sociocultural (“green data”) information to help commanders understand the “human terrain” in which they operate. The Company Name will act as the systems engineer on the CPE and JCTD task and on other tasks. The Company Name will specifically design, implement and / or monitor the implementation of required systems, offer technical advice on systems design, and monitor the development of this project.
3. **Vendor / Company Information:**
 - A. Technical POC:
 - Name and Telephone Number: Mr. Company, 555-555-5555
 - Company Name and Address: The Corporation, 3246 West Kennedy Blvd., Suite 790, Tampa, AZ 44405
4. **Contract Number:** W15P7T-07-C-F600
5. **Period of Performance:** December 31, 2009
6. **Major Contract Performers:** MITRE
7. **Performance Metrics:** Capability produced would be unclassified open-source sociocultural information that supports BCT and RCT commanders. Metrics include hours required to collect data, number of data formats the analyst can collect, credibility of collected data relevant to the source to meet commander’s intent, and number of data types.
8. **Technical and Financial POCs:**
 - A. Technical POC:
 - Name: Mr. TM
 - Telephone Number: 555-555-5555
 - E-Mail: technical.mgr@erdc.usace.army.mil
 - B. Financial POC:
 - Name: Ms Financial
 - Telephone Number: 555-555-5555
 - E-Mail: financial@erdc.usace.army.mil
9. **Deliverables:** Sociocultural data (e.g., test and demonstration data), Suites: hardware (servers, storage devices, and analyst workstations), and software: (COTS Licenses for MAP-HT components)